

6 March 1979

Classification Review Procedure

CRP 79-17

Changes to or Deletion of Records in the DARE System

I. The DARE system programming permits changes to or deletion of records previously entered into the system.

A. To change a record now in the system, complete the following steps: (EXAMPLE 1)

1. Check "change" in the upper righthand corner of form 4023A.

2. Enter in the appropriate boxes the job, box, folder, and document numbers of the record now in the system that is to be changed.

3. Enter the "reviewer" field and the date of the change in the "review date" field.

4. Enter in the appropriate box only the new information necessary to make the desired change, leaving all other fields blank.

B. To change a review classification, a slight modification to A above is necessary: (EXAMPLE 2)

1. Follow the basic steps 1, 2, and 3 above.

2. As specified in step 4 above, fill in the new classification constituting the change, but complete the "retention justification" field and "next review date" field as well, even if the old information is correct. NOTE: Changes in the classification of records already in the system will not be made without prior consultation with and approval of the appropriate branch chief.

3. If the document is being changed to the "Z" category, fill in the name of the agency or agencies that must review the document.

C. To change a job, box, folder, or document number, complete the following steps: (EXAMPLE 3)

1. Delete the existing record, a prerequisite for making this type of change. (See D below.)

2. Complete a new form 4023A, being sure to include all entries required for any new action, and enter it into the system.

D. To delete a record from the system in its entirety:

1. Check the "delete" box on form 4023A.

2. Enter only the job, box, folder, and document numbers of the record to be deleted.

II. The above instructions involve the use of only three of the four action boxes on form 4023A -- "new", "change", and "delete." The "re-review" box will be used after 1987 when records are recalled for re-review.

STATINTL


Chief,
Classification Review Group

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<input checked="" type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> CONFIDENTIAL		DECLASSIFICATION WORKSHEET					<input type="checkbox"/> SECRET		
PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER			RECORDS GROUP		ENTRY		<input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE		
STAT -	050379										
JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER			CREATION DATE DD MM YY	ORIGINATING COMPONENT		EXAMPLE 1		
7870368820016	001030					202					
DOCUMENT IDENTIFICATION NUMBER					OPI	TYPE DOCUMENT		ORIGINAL CLASSIFICATION		NO. PAGES	
DOCUMENT TITLE											
REVIEW CLASSIFICATION	RETENTION JUSTIFICATION		NEXT REVIEW DATE YY	REVIEW COORDINATION							

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IX UNCLASSIFIED

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DECLASSIFICATION WORKSHEET

SECRET

PROJECT NUMBER				REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
A	-			050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER		CREATION DATE	ORIGINATING COMPONENT
				DDMMYY	DDMMYY	
78703688R	001	17005	010			

EXAMPLE 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
Z	22	10	STATE

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<input checked="" type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	DECLASSIFICATION WORKSHEET			<input type="checkbox"/> SECRET
PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input checked="" type="checkbox"/> DELETE
STAT	050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE DD MM YY	ORIGINATING COMPONENT
78T03688R0017006011					

EXAMPLE 3
STEP 1

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION

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DECLASSIFICATION WORKSHEET

SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
STAT	050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE DD MM YY	ORIGINATING COMPONENT
78T03688R001	700501V			160554202	

EXAMPLE 3
STEP 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
NO. 345	2030	S	0016	

DOCUMENT TITLE
AD HOC IAC COMMITTEE (WATCH) (MINUTE S MEETING 16 MAY 54)

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
C	22	10	

(10-50-51)

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